

Executive Registry  
63-640/1

13 SEP 1963

LBK

Budg + 123

MEMORANDUM FOR: Executive Director

SUBJECT : Air-conditioning for the Director's Office

REFERENCE : Memo dtd 12 Aug 63 to DD/S fr ExDir, same subject

The work done on the Director's air-conditioning system in early August cannot properly be called a repair job since the system as installed met the original specifications and was functioning properly as far as heating, cooling and ventilating were concerned. The change to another type of equipment was made on our initiative to reduce the noise level and we would have no grounds for asking the original contractor to pay any of the costs of this modification.



L. K. White  
Deputy Director  
(Support)

STAT

cc: General Counsel

63-6401

DD/S 63-3495

12 August 1960

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Air Conditioning in the Director's Office

I wish you would thoroughly examine the possibility of recouping some of our expenses for repairing the air conditioning system in the Director's Office by action against the original contractor. It seems disgraceful to me that in a building less than two years old we have to go to this expense at this date.

[Redacted Signature Box]

STAT

✓ Lyman B. Kirkpatrick  
Executive Director

cc: General Counsel

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TRANSMITTAL SLIP

DATE  
12 September 1963

TO: Colonel White

ROOM NO.

BUILDING

REMARKS:

*Amended as suggested*

Recommend your signature.

*HGL*  
HGL

FROM:

ROOM NO.

BUILDING

EXTENSION

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FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

☆ GPO : 1957-O-439445

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